Billing History

Last Modified on 09/04/2026 11:03 am EDT

Your Billing History page is the record of every Pipeline charge — what you paid, when, and the date your account is paid through.

Introduction

You almost never open a billing page because things are going well. Either the charge on the statement isn't the number you had in your head, or somebody in accounting has asked you for something and you need to go and find it.

Billing History is the page that answers both. It's the account's payment record rather than a snapshot of this month: what was charged, when, how many transactions that month covered, and how far ahead the account is paid. Read together, those lines usually explain a charge that looked wrong, because the amount on a bill follows the plan the account was actually on at the time.

A bookkeeper can usually take it from here without a covering email. The record reads on screen and comes down as a spreadsheet, which covers most of what an accounting department asks for. If what yours needs is something else entirely, say so and we'll work out what satisfies them.

How It Works

One page, a row per bill, and a download button — available to master admins in your account settings.

Who Can See It

The Billing History page is available to master admins, alongside the other billing tools in Admin / Settings.

What the Page Shows

Each row covers one billing period: the billing date, the amount paid, the number of transactions that month, and the **Paid Until** date — the day your account is currently paid through.

Downloading Your History

A [Download Billing History] button exports the full list as a CSV file you can open in any spreadsheet app — handy for expense reports or bookkeeping.

Monthly Payment Receipts

Separately, Pipeline emails a Payment Receipt to master admins each month, sent from `help@paperlesspipeline.com` with "Payment Receipt" in the subject line.

View Your Billing History

> Open the Billing History page from Admin / Settings to review your past charges.

Who Can Do This: Master admins only.

To view your Billing History:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Click [Billing History] under Billing in the left menu.
3. Review the charges listed on the page, including each billing date, amount paid, transactions per month, and the Paid Until date.

You'll see your complete billing record, one row per billing period.

Download Your Billing History

Export your full billing record as a CSV file for your own books.

Who Can Do This: Master admins only.

To download your Billing History:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Click [Billing History] under Billing in the left menu.
3. Click [Download Billing History].

The CSV downloads with your full history and opens in any spreadsheet app.

Billing History FAQ

The Billing History page shows your past charges and the date your account is paid through, and lets you download the record. Answers to the common questions about who can see it, the Paid Until date, and getting a past receipt. See Billing History FAQ.